

EMPLOYEE DEVELOPMENT OPPORTUNITY



Retirement Administration Agency

ISSUE DATE: August 10, 2006
Phone: 703-279-8200; Fax: 703-273-3185

I'm Ready to Retire! Now What? (IR)

"I'm Ready to Retire! – Now What?" is a retirement counseling workshop for employees who are planning to retire within 6 months of the workshop date

Are you eligible to retire within the next 6 months? Do you plan to retire within the next 6 months?

If your answer is yes to **BOTH** of these questions, this may be a workshop to consider. This workshop is designed for small groups of 20 or fewer and focuses on many of the important decisions facing you as you prepare to make the transition from active employee to retired individual. After receiving your completed workshop application, we will prepare a packet for your use during the workshop that will include an estimate of your county pension, including information on the pre-Social Security benefit (if applicable) and spousal options. We will also prepare a customized life insurance options worksheet based on your current County life insurance coverage. Your other County benefit considerations and retirement elections (e.g. health, dental, and life insurance) will also be explained, giving you the chance to ask questions in a small group setting.

At the end of the presentation, a retirement counselor will go over the elements and forms included in a "Retirement Application Packet". Employees **within 3 months** of planned retirement may request a "Retirement Application Packet" from the Retirement Agency. In order to process a retirement, all documents must be fully completed. This workshop will give you the chance to ask any questions you may have regarding the required forms found in the retirement packet.

Please Note: This workshop is not appropriate for an employee who is contemplating entering DROP (Deferred Retirement Option Program) and is not appropriate for an employee currently enrolled in DROP. Enrollment in DROP counseling sessions is available to eligible employees by calling 703-279-8200.

"I'm Ready to Retire, Now What?" - Workshop Objectives:

- Help the employee thoroughly understand his or her personal retirement estimate. The employee will understand how more or fewer years of service, sick leave and LWOP can affect the employee's pension benefit
- Clarify post-retirement payroll deductions (taxes, health, dental, life) and provide contact info to arrange direct-billed payments on long-term care premiums, deferred comp distribution options and final flex claim procedures
- Assist the participants in understanding the forms that will require completion prior to processing an employee's application for retirement



Please bring a calculator!

This workshop will last 2 – 2 ½ hours depending upon the number of questions.

Workshop Dates and Location

Thursday, November 2, 2006 – class nearly full, priority to those closest to retirement date
(9:30am- 12:00pm – Retirement Administration Agency – 10680 Main Street, Suite 280, Fairfax, VA 22032)

2007 Schedule will be posted in mid-October

WHO MAY ATTEND: Members of the Employees, Uniformed or Police Officers retirement systems who are **WITHIN** six months of retirement eligibility **AND** planning to retire within that six month period. **(If you have more than six months until retirement eligibility, you may want to consider "Planning for Retirement". For information and applications for Planning for Retirement, visit www.fairfaxcounty.gov/retbrd/ret_training.htm.** This IR workshop is NOT appropriate for school employee members of FCERS.

HOW TO APPLY for "I'm Ready to Retire": Submit a completed IR Class Application to the Retirement Administration Agency (http://www.fairfaxcounty.gov/retbrd/irr_form.pdf). FAX to 703-273-3185 / or mail it to 10680 Main St. Suite 280, Fairfax, VA 22030. Please **DO NOT** fax **AND** mail your application. *Once your retirement eligibility date has been verified, you will be contacted by e-mail to confirm your attendance in one of the upcoming (IR) classes. If you do not have e-mail please provide the e-mail address of your supervisor or agency training coordinator **AND** include your complete office mailing address.*



We are committed to nondiscrimination in all programs, services, and activities. Please request any reasonable accommodations by calling 703-279-8200, or TTY 711 (Virginia Relay). Please allow seven working days in advance of the training date in order to make the necessary arrangements.

